OE lets you ~~right~~ them (flag, watch, ignore…), delete, _→ ~~___~~ or copy them→ them, forward or reply, etc. But using *which* item(s)? If you're already pointing at an item, then you can select *that* 1 or one or more items immediately before, starting with or immediately after that 1. (The ** below indicates a starting point)

Voice commands help you <u>keep moving forward or "down" a list</u>. After you modify 1 or more "*last*" items, the cursor returns to where you started; after you modify 1 or more "*that*" or "*next*" items, the cursor moves to the item immediately below the bottom-most affected item. For example, you can highlight a set of items twice using: ["Flag *last* 3"…"Watch *last* 3"] -or- ["Flag *next* 3"…"Didn't read *last* 3"].

Last ▢ That ▢ Next ▢ Last 2 ▢ These 2 ▢ Next 2 ▢

b. Selecting items randomly "Select"…"And Move"…"And Select"…"Operation→That": You can also select items randomly. Random selection begins with a "Select" command. "*Select*" is spoken as with other operations (e.g. "Select that" or "Select these 3"). You can then continue the selection by moving to another position and/or making other selections merely by preceding "Move" or Select" with "And." (If you accidentally select an item, you can de-select it by selecting it again.) Once you're satisfied with the selection, you can modify the entire selection as 1 item using "<operation>→That" (e.g. "*Forward* <u>that</u> *to* my secretary") or start again by saying a command that causes the cursor to move (e.g. "Select that" or "Move down 10"); scrolling doesn't affect the selection You can also "Sort" & "Find" items, and even change the columns that are displayed (e.g. "Sort that by *send*", "Make *Send* the 5th column"; "Make the 6th column *Date sent*", "Replace the 6th column with *Subject*).

• Select Last ▢ & Move Down 1 ▢ & Select Next 2 ▢ Flag That ▢
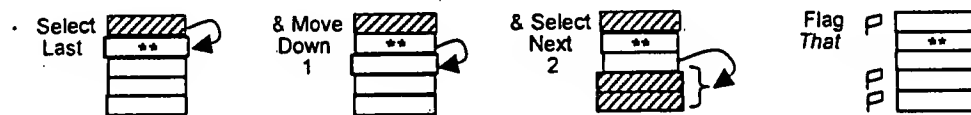
c. Selecting items located *other than* where you're pointing: Modifying items in another list or field can save not only your voice, but also the time needed to go to and from where the data is located. Most often, opportunity to do so occurs in 3 basic scenarios.

<u>Sometimes OE highlights an item that you want to affect</u> even though you've "Gone" to somewhere else or you've just entered the window (e.g. a folder and a message or contact within the folder are typically highlighted together). Here, you can simply extend the command to indicate that you want to affect an item other than where you're pointing (e.g. "Flag next *message*" or "Delete next *folder*")! For now, you can only operate on 1 item at a time. (You can also move, scroll or open the "*next unread*" message or folder in this situation.)

<u>Where *no* target items are highlighted</u> (i.e. primarily with addressees and attachments), there *is* no "last, that, these or next" to indicate! However, in addition to using "Goto", you can also <u>specify an item by its position in a list</u> (e.g. "To 1st"; "Delete 2nd <u>Cc</u>") or you can select them "all". Another option is to use the enhancement "And" (e.g. "To 1st *and* 2nd"). [Notice how the "To" command can apply to only 1 list (a contact) and so requires no added information; but since the "Delete" command might refer to any 1 of 3 lists, one of the lists must be specified (To, Cc or Bcc).]

3

Still other "voice-savers" simply reflect that I dislike talking needlessly, saying things awkwardly and filling out forms almost as much as *you* do! For this situation:

(1) if there's little likelihood of conflict with dictation, then you can optionally omit "Goto" and "Click" when moving somewhere or pressing a button;

(2) often you can "Click" a button or instead use a "that" command (e.g. "Click cancel"-"Cancel that");

(3) In some cases, such as with the address book, I've also provided special shortcuts! You can: (a) move to any *displayed* field by saying its title (e.g. "First name"), as with other such forms; (b) move to the a tabbed page by saying its title (e.g. "Home tab" or "Home information"); (c) jump directly to a *unique* tab and field by saying the field title; (d) jump directly to a *repeated* field by saying "Home" or "Office" and its title (e.g. "Home address"); or (e) jump to the "title of someone's name" by saying a common title (e.g. "Mr." or Mrs.). [You can also get better recognition of a middle initial by saying "Middle initial <letter>".]

(4) In other cases, special shortcuts enable you to press buttons or use features that don't exist within an OE window. Where convenient, the windows are aligned to display "extra" available buttons from other windows. At other times, you'll simply have to use your imagination! For example, from the main Outlook window, say "Send an email to people". Notice how the "Find People" windows reveals "Select Recipients" window buttons; they're *all* available! In addition, you can also press invisible Delete and send buttons by respectively saying "Delete <1st ... 10th > <To, cc or bcc>" or "Send that"! You can also leave "Find People" using "Close that", "Click OK" (to save changes), or "Cancel That".

(3) "Special" Aliases: Normally, an alias is an alternative name that you can type-in and use to hide your true identity (e.g. "Macho Dude_1,000,001"). In fact, the Address Book Properties "display" and "Nickname" fields are provided for this purpose. Here, however, aliases are used to indicate a class of people including 1 or more specific people (e.g. "my mom [name]", "my boss [name]" or "my cousin [name "*at work*"]"). Obviously, you probably have only 1 mother or boss, but you might have many cousins!

Among other things, the alias lets you address email messages to that person as part of the command (e.g. "Send an email to my mom" or "Forward that to my boss" or "Cc that to my secretary"). While you'll still have to use "check names" to verify addressees in a new email (an MS "feature"), using aliases can be a real time saver! Special aliases can also be used anywhere! Where you have multiple aliases (e.g. "my cousin Linda" and "my cousin Fred"), OE will ask you to select one as an addressee. (For now, groups should still be specified using OE's "new group" feature.

(4) Global Commands: Please don't purposely use these where they obviously don't apply! Sometimes, a command is made global simply to save on memory.

Symbols Used In The Command List

(1) Colors: These include Teal for commands, Maroon for examples and window names, Black for options, Dark Blue for global or widely used commands, and light blue so that you can see asterisks more easily.

(2) Not spoken symbols: These include brackets ("<" and ">") to indicate alternative words to produce the same or different results and square brackets ("[" and "]") for optional wording. They also include slashes "/", to indicate a whole or partial command that's already been presented, and an ellipsis ("...") to indicate commands spoken separately or simply meaning "and so on" (e.g. 1, 2, 3...). Finally, I've indicated commands that are unique to a particular window by specifically noting the applicable window, or through the inclusion of asterisks (" * " or " ** ").

Step 1a: Download & Review *EXIST* Messages

Launching OE-5 displays the main Outlook-window (for listing emails) and, when you tell it to "open" an email, switches to a different Preview-window; closing the message returns you to the Outlook window. Working downward, the Outlook window first includes menus and then the toolbar; below the toolbar are a folder list to the left and a message list to the right. Most of the commands work in both the outlook and preview windows. Those that don't are marked as follows: * = outlook-window only; ** = preview window only).

To move messages to & from your selected ISP or Network

Receive*	<Messages or Email>	E.g. "Receive email"
Send*		E.g. "Send messages"
Send and Receive*		E.g. "Send & receive email"

To Review & Organize Existing Messages
(Change how something is displayed - See Appendix B)

View/Display	<toolbar or option>	- Gen display again to hide	E.g. "Display unread messages"
View/Display	column title*	-But note-	E.g. "Display *accounts*"
Hide	column title*	- Special OE requirement	E.g. "Hide *accounts*"

Sort that*	<Ascending/Descending>	- Rearrange message list	E.g. "Sort that ascending"
	By <Asc/Descending> <Column Tile>	(use whole or part of cmd	E.g. "Sort that by *ascending flag*"
	By <column-title> <Asc/Descending>	& in either order)	E.g. "Sort that by *flag ascending*"

E.g. "Display *from*"... "Sort that by *date descending*"..."Go to Top"

(Within a field)

Go to	<Top/Bottom>	- NS global command	E.g. "Go to *top*"; "Go to *bottom*"
Move	<Up or down> <1...20>	- Move within a current list	E.g. "Move down 5"
Scroll messages	<Left/Right> <1...20>	- From within the *Folders* list only, scrolls the message list	
Scroll Folders	<Up/Down> <1...20>	- From within the *Message* list only, scrolls the message list	

(Message List/Preview Options)

Read*	<Last/That/Next> <Header/Msg>	- NS filters and reads back the header or message	
Add	|"Sender"\] To Address Book	- TBD: Save to folder	E.g. "Add to Address-Bk"
Open	<Last/previous/that*/next> |unread|	- Open & display 1 message	E.g. "Open that"
Open	<Last/previous/These*/next> |#|	>1 message	E.g. "Open these 3"
**Make text	<Bigger/larger, Biggest/largest, Normal, Smaller or smallest>	- Change displayed text size	E.g. "Make text *normal*"
		- View/display also work	E.g. "Make text *bigger*"
** Find	Text |in Message|	- Brings up the Find window	E.g. "Find Text"
** Close	That message	- Close opened message:	E.g. "Close that"

(Folder-list Options)

Open*	Folder	- Show inside selected folder	E.g. "Move up 3...Open folder"
Close*	Folder	- Hide selected sub-folders	E.g. "Move up 3...Open folder"
Open	<Last/prev/That*/next>|u||Message|	while pointin at a folder	E.g. "Open next message"

(Move between fields/windows)

Goto	<Folders or Messages/List>	- Move between the 2 fields	E.g. "Goto folders"
	<Addr-Bk/Recipients/People>	- Go to a different window	E.g. "Goto address book"
Tab	<Up/down or left/right> |#|	- Switch panes/fields	E.g. "Tab up"

E.g. "Move down 3...Open *that*"..."Make text *bigger*"... ..."Open *next*"..."Close *that message*"

To review, launching OE-5 displays the main Outlook-window (for listing emails) and, when you tell it to "open" an email, switches to a different Preview-window; closing the message returns you to the Outlook window. (Again: * = outlook-only; ** = preview window only)

Select messages (or folders*) generally

<command> <command option> |message|	- Say command & option	E.g.	"Flag that"
	- "Message" if from folders list	E.g.	"Flag that message"

Random selection (from within message list only)

Select	<Last/That/Next> or	- 1ˢᵗ select a message:	E.g.	"Select that"
	Last <1...20>	-before current message:	E.g.	"Select last 3"
	These <1...20>	-including	E.g.	"Select these 3"
	Next <1...20>	-after	E.g.	"Select next 3"
And move	<same options>	- Keep selection & move:	E.g.	"And move down 3"
And select	<same options>	- Select or deselect option:	E.g.	"And select that"
<command> That		- Manipulates all selected	E.g.	"Flag that"

> E.g. "Select *that*"..."And move up 9"..."And <move/select>"..."And <select/move>"..."Forward that to *my boss*"

(To de-select, simply start a new selection ("Select <option>"), move, delete the selection or cause the window to change. A "next" or "last" option, which also deselects currently selected messages, is *not* recommended.)

To Set or Remove Message labels or print

Flag	<Last/Prev*/That/Next*> [message]	- Set or reset message flag:	E.g.	"Flag that"
	<Last*/These*/Next*> <1...20>*	- Only from within list:	E.g.	"Flag next 3"
Watch	<same full options>	- Set/reset watch flag(s):	E.g.	"Watch that"
Ignore	<same full options>	- Set/reset ignore flag(s):	E.g.	"Ignore that"
Print	<same full options>	- Print 1 or more messages:	E.g.	"Print that"
Mark	<Last/That/Next><Read or Unread>		E.g.	"Mark that *unread*"

To Delete & Undelete Message

Delete	<Last/Prev*/That /Next*> |Message|	- TBD: Consider adding to open messages generally	
	<Last/Prev*/These*/Next*> <1...20>*	- That/these = current+	E.g. "Delete *that message*"
		- Only from within list:	E.g. "Delete *previous 3*"
Undo*	Delete	- Moves all email in deleted folder to Inbox	
Empty*	<Deleted, Deleted Items or Trash>	- Empties deleted items	E.g. "Empty trash"

To Move or Copy a Current Message to Another Folder

Move	<full options> To	E.g. "Move that to"... <folder name>... Click OK"
Copy	<full options> To	E.g. "Copy next 3 to"...<folder name>...Click OK"

To Forward & Reply to the current Message

Reply To	<Last/Prev/That/Next> |message|	- Opens the current message & addresses it to the sender
Forward	<full options> To |p/r/s below|	- Opens the current message so you can address, edit & send it
	<People or people-field>	- Also goto Find-People/name/phone/email/other field
	<Recipients/A/An or The>	- Also goto Select-Recipients window
	<Special Alias>	- Also addresses email. E.g. "Forward that to *MIS*"
		(See Also: "Send an email..." and "Address that...")

Alternative Button-Click Commands

Click	<Forward, Reply, Send or Receive>	- All except New and Find. E.g. "Click *Fwd*" = "Fwd *That*"
Click	<Addresses or Address Book>	- All "clicked" buttons operate as if mouse-clicked.

> E.g. "Receive email"... "Delete *these 2*"... "Flag *that*"... "Forward that to *my assistant*"... "Send that"

Find message options currently only operate from the Outlook window. These display a list of other received email messages matching criteria you specify and allow these further messages to be selected and opened. Criteria for selecting other messages can be specified by pointing to an email in the Outlook email list (from any folder) before saying the command, using the "find command" itself and/or using the displayed Find-Messages window that results.

Go from the an email in an email list to matching emails   - TBD: Identify & implement other useful starting points

Find <u>O</u>ther, others or more (opt. "messages")	- Goes To Find-Messages window & lists emails from sender
<u>P</u>rior, previous or earlier	- Prior emails from sender E.g. "Find *previous* messages"
<u>L</u>ater	- Later emails from sender E.g. "Find *later*"
<O/P/L> <to/from> <sender or recipient>	- Same "to" or "from" E.g. "Find more *from* sender"
	as per current email E.g. "Find others *to* sender"

Making Selections within The Find-Messages window

Find <FromTo,Subject or Message/In-message>	- Selects the field & clears other fields
<To or From> <Sender or Recipient>	- Same, but using current Sender or recipient
And Find <Fr/To/Snd/Rec/Msg>	- Same but without clearing other fields
Look In	- Executes "browse" for selecting another folder
New Search	- Clears all fields for a new search
Close That	- Closes the window

"Click" & "Check" Selections within the Find-Messages window

<Click/check(off)> <Attachment(s)>	- Checks or un-checks a checked box
<Flagged>	" ..."
<Before or After>	" ..."
<From, To, Subject or Msg>	- Goes to the appropriate field & clears others
<Before-date or After-date>	- Opens the appropriate calendar

Using matching items from within the Find-Messages window

Find or list	That (or Click Find)	- Displays a list of emails matching your criteria
Go to	List	- Moves to the displayed list of email messages
Move	Up or down (opt. <#>)	- Moves within the displayed list (or scroll an opened message)
Tab	Up, down, left or right (opt. <#>)	- Move between Fields E.g. "Tab *down*"

Find, look-in or other selections		E.g. "Find *To*"
Close That	- Closes the window	E.g. "Close That"
	(See Also: NS global commands)	

E.g. "Find more"... "Find to sender"... "Go to list"... "Open That"... "Look In"... <Personal>...

The name of a folder to "look in"

Having retrieved, reviewed & disposed of existing messages -or not - you might want to create a new email, address it & send it. Note that commands for addressing emails are listed separately. (Currently, you can only create a new email from the Outlook window or by using NS global commands to select from the file menu.)

Go From the Outlook-Window To New Message/Addressing

Send an Email	- Creates a new message
Send an Email To	- Also goes to *Select People* window
Send an Email To <A, An or The>	- Also goes to *Find-Recipients* window
Send an Email To <Special Alias>	- Creates and addresses the new message

Moving & editing using the Re (new message) Window

NS move, scroll & select commands	- Move, scroll, etc. plus <direction> & optional <#>
Tab <up or down> (Opt. <#>)	- Switches among To, Cc, Bcc, Subj, Attach & Msg fields
Goto <To, Cc, Bcc, Subject or Message>	- Switches among To, Cc, Bcc, Subj, Attach & Msg fields
Goto <People, Recipients or Addr-Bk>	- Switches to other windows
Tab <left or right> (Opt. <#>)	- Inserts or removes one or more tabs (i.e. Tab & shift-tab)

Delete That	- Deletes selected text (in message body)
<character, word, line, or paragraph>	E.g. "Delete line"
<last/previous, next><c/w/l./p> (opt. <#>)	E.g. "Delete last 3 words"
Undo <That or #>	- Presses Undo E.g. "Undo That"; "Undo 5"
<Make or view> That <Rich Text or Plain Text>	- Allows/disallows formatting E.g. "Make That Rich Text"
Set <Color, Font or Size>... Selection	- Opens font window to list E.g. "Set color"... "Red"
Set Size #	- Selects a new font size E.g. "Set Size 14"
<Bold, italicize or underline> That	- Sets or clears font attribute (as with mouse-clicking)
Check <Spelling or name(s)>	- Spell-check or lookup alias in Addr-Bk

Inserting Within or Attaching to an Email Message

Insert <Line, Attachment, Picture, File>	- Draws a horizontal line or opens file selector
Make That Confidential	- Inserts a confidentiality warning at the top of the message
Sign That (or Insert Signature)	- Inserts the stored signature at bottom of the message

Having NS Read-back your message or parts of it

TBD: read\delete sentence or paragraph debugging

Read <That Back or Selection>	- Reads back the entire message or portion you've selected
Read Back <Last/Prev,This,Next><Sentence/Para>	- Reads back portion E.g. "Read last sentence"
<L/P, These,N> <#> <Sentences/Paras>	- Reads back portion E.g. "Read next 3 paragraphs"

"Click" Command Alternatives for New-Message window

Click <Buttons at the top of the screen>	- Buttons not requiring further selection are supported
<To, Cc or Bcc> -or-	- Opens the Find-People window or moves to subject/message field
<Subject or Message>	- Moves to the end of the subject field or top of the message field

Using the **Insert & File Selection** windows

TBD: Whether to require "go to" & close that

		- Move to drive/folder: E.g. "Look in Drive A"
Look In/On	Drive <a...z>	"..." E.g. "Look on desktop"
	Desktop, My Computer, or	- Note - Windows is inconsistent in list layout from 95-98!
	Network (opt. "Neighborhood")	E.g. "Vertical spacing"
<field label>		E.g. "Click cancel"
Click	<button name>	
Goto List		
Open/Close	Folder	"..." E.g. "Open folder"
Tab	<Up or Down>	- To use the file/folder listings E.g. "Tab up"
Move	<Left, Right, Up or Down> <#>	"..." E.g. "Move up"
Attach	That	- Presses the Attach button E.g. "Attach that"
Close	Window	- In cases where NS fails to execute "click cancel"

Addressing is all about filling in the addresses at top of the message window (i.e. recipients or "To" and who will be carbon-copied or "Cc'd "). Addressees can be selected at any time within the message window; just "tab up" or "goto" a field and say the recipient's alias (special or otherwise) from your address book. You can also use special commands from the message field that enter an alias and return to where you left off in typing your message or switch to OE's Select-Recipients or Find-People windows (which are more reliable than OE auto-completion of names.) Any one or more methods might be most useful - so all are provided!

Addressing an Email message from within the Re: window (replacing Outlook's "new-message" window)

Tab	<Up or Down> (opt. <#>)	- Move to upper/lower field E.g. "Tab *down 3*"
Goto	<To, Cc, Bcc, Subject or Message>	- Go to field
Goto	<People, Recipient or Addr-Bk>	- Go to window
Click	<To, Cc, Bcc, Subject or Message>	- Go to people window or subject/message field

Address That	- Switches to & positions "Recipients" window
Address That <As or To>	- Also switches to "People" window
Address That To <The, A, or An>	- Also switches to "Recipients" window
Address That <To, Cc, or Bcc> <Special Alias>	- Also addresses the email message
<Cc or Bcc> That To (opt. <Special Alias>)	

Delete	<To, Cc or Bcc>
Delete	<1st... 10th or last > <To, Cc or Bcc>

Misc Commands

Check	Names	- Looks for aliases in the Addr-Bk;
Select	<1st... 10th or last >	- If needed, you can select from matching aliases that pop-up
Send	That (opt. message or email)	- Sends a completed email
Find	Text in message	

> E.g. "Send an email to my mom"...<just because>..."Go to message"...<love you>...   ..."Send That"
> "Sign that" (if it's been awhile)
> Subject   Message

Addressing an Email message from within the Select-Recipients window Not yet completed/debugged!

To	<A, An or My> <Folder-name>	- Selects a folder TBD open → select from list
Goto	List	- Moves the cursor to the displayed list
Goto	Folders	- Moves the cursor to the folders list

Select Records

<To, Cc/Copy or Bcc> <1st, 2nd... 10th >	- Adds the 1st... 10th entry in the list to To, Cc or Bcc

Delete entries

Delete	<To, Cc/Copy or Bcc>	- Removes *last* entry in To, Cc or Bcc
	<1st, 2nd... 10th > T/C/Bcc	- Removes 1st... 10th entry in To, Cc or Bcc list

Done/Exit

<Close or Close That>	- Closes the window & goes to Select-Recipients
<OK or Click-OK>	- Saves address & returns to Re: window
<Cancel or Click-Cancel>	- Returns to Re: window without saving
Send That	- Also sends the current email

All visible buttons/fields ("click OK/Cancel", "To/Cc/Bcc") are available; "copy" can be used instead of "Cc"; and "delete/undo" capability has been added (e.g. "Undo last Cc" or "Delete 2nd To"). Common aliases can also be added to an address book & used to simplify addressing (e.g. "copy my secretary").

Enter field info

<Name, Email, Address, Phone or Other>		- Selects a field, saves its text & deletes all fields
<Last/Previous/Restore> <N/E/A/P or O>		- As N/E/A/P + inserts saved text. E.g. "Last other"
And	<N/E/A/P or O>	- Selects field. E.g. "And name".. <name>.. "List that"
Tab Up/Down		- Move to upper/lower field E.g. "Tab down"
Tab Up/Down	<#>	- Works globally E.g. "Tab down 3"

List matching records

<Find or List> That or	- Lists matching addr-book records. E.g. "Find *that*"
<N/E/A/P or O>	- Also enables "last" cmd. E.g. "List *other*"

To Select Listed Records from within List

Go To	List	- Moves the cursor to the displayed list
Go To	<1st... 10th>	- Moves to the 1st...10th entry in list E.g. "Goto 3rd"
Move	<up or Down>	- Operate as usual
Opt. "click"	<To, Cc/Copy or Bcc>	- Adds selected entry to list E.g. "Cc"; "Click *Copy*"

<Name, Email, Address, Phone or Other>	- Moves to a field, saves its contents & deletes all fields
And <N/E/A/P or O>	- Moves to a field. E.g. "And *name*"

To Set Addresses Using Listed Records

Opt. "click"	<To, Cc/Copy or Bcc>	- Adds 1st or selected entry to list E.g. "Cc"; "Click *Copy*"
<T/C/B>	<1st... 10th>	- Adds 1st... 10th entry to list E.g. "To 1st"; "Cc 2nd"
	<1st... 10th> and <1st... 10th>	To add 2 listed entries. E.g. "Bcc 2nd and 3rd"
<T/C/B>	<special alias>	- = "my" + secretary, boss, assistant, relation, etc.
		= docketing, etc. (as in addr-bk) E.g. "Copy my boss"

Delete addressees

Delete	<To, Cc/Copy or Bcc>	- Removes last entry E.g. "Undo To";
	<1st, 2nd... 10th > <T/C/Bcc>	- Removes 1st... 10th entry in list E.g. "Delete *Copy*" or Cc
		E.g. "Delete 2nd Bcc"

Done/Exit

<Close	or	Close That>	- Closes the window & goes to *Select-Recipients*
<OK	or	Click-OK>	- Saves addressees & returns to *Re:* window
<Cancel	or	Click-Cancel>	- Returns to *Re:* window without saving
Send That		- Saves addressees, returns to *Re:* and sends the current email

E.g. "Send an email to"... <Sue>..."List name"... "To 3rd"... "Name"...<Joe>..."Cc"... "Copy my office"... Click Ok"

Special commands for using the address book

Move <left or right> <#> Tab(s)	- Moves to the left or right 1...10 window-tabs
Tab <l/r/up or down>	- Moves u/d/l or right between fields
Move <l/r/up or down> (opt. <#>)	- Moves u/d/l or right within a field

Current Aliases (TBD: using lists from files)
my <office, boss or supervisor, group leader, secretary & assistant>
<docketing, MIS -&- maintenance>

my <home -&- home office>
my <mom or mother -&- dad or father>
my spouse (TBD: or wife, husband, girlfriend, boyfriend or fiancee)
my sister (TBD: or brother & way to add a number of them - 1st, 2nd, eldest, etc. were awkward)
my <aunt, uncle -&- cousin>
my <grandmother & grandfather>

APPENDIX B - View Options

Outlook Window "View" options
"View " accounts
       mail rules
       news rules
       blocked senders
       layout
       columns
       help
       news groups
       all (opt messages/email)
       unread (opt messages/email/only)

Re-Window "View" Options
"View" toolbar
       format bar
       bcc
       status bar